

# Form 700

## Statement of Economic Interests

### Important Information for the 2018/2019 Filing Season



We look forward to working with you to make the upcoming filing season a great one! The 2018/2019 Form 700 and Reference Pamphlet are now available on our website [www.fppc.ca.gov](http://www.fppc.ca.gov)

#### 2018 Annual Form 700 Due March 1, 2019

Filers for Judges (including pro tem judges) and Court Commissioners are eligible to use FPPC's new e-filing system to complete and submit your Form 700 electronically.

Forward original non-electronically filed 2018 annual statements for the following positions to the FPPC by **March 6, 2019**:

- ♦ Judges (including pro tem judges who served 30 days or more during 2018)
- ♦ Court Commissioners

**Pro Tems:** Temporary or part-time court commissioners and pro tem judges are required to file annual statements if they served 30 days or more during 2018.

**Retired Judges:** You are not required to notify retired judges of their filing obligations. The FPPC notifies them, and they file statements directly with the FPPC. Statements filed by retired judges will not be posted on our website.

Send statements filed on paper to:

Fair Political Practices Commission  
Attn: Theresa Poon  
1102 Q Street, Suite 3000  
Sacramento, CA 95811

Please do not forward statements for filers covered under your court's conflict-of-interest code.

#### Your Checklist

For statements that you forward to the FPPC:

- ♦ **Date stamp all paper filed statements.**
- ♦ **Notify filers about the deadline.**
- ♦ Keep copies of all statements filed on paper for four years (Section 81009).
- ♦ Make statements accessible to the public during your regular business hours. Requestors may remain anonymous (Section 81008).
- ♦ **Continue to keep filers' information current in the system. Continue to monitor when assuming and leaving office statements should be filed and forward these statements filed on paper to the FPPC within five days of the filing deadlines.**
- ♦ Notify FPPC about non-filers so we may follow up with them.

#### Need Assistance?

Request advice via e-mail 24 hours a day at [advice@fppc.ca.gov](mailto:advice@fppc.ca.gov).

Please send questions regarding electronic filing to [form700@fppc.ca.gov](mailto:form700@fppc.ca.gov).

Watch our website for upcoming filing officer [seminars and webinars](#).

#### FAQs

**Q** – Is an amendment request necessary if the "total number of pages" line on the Cover Page is left blank?

**A** – No. Listing the total number of pages included with a Form 700 filing is not required by law; it is included simply as a tool to ensure all pages are received.

**Q** – Should a judge who is leaving office but returning as a retired judge file a leaving office statement?

**A** – No, the judge should continue to file annual statements. The FPPC notifies retired judges of their filing obligations directly.

**Q** – Should court referee Form 700s be forwarded to the FPPC?

**A** – No, FPPC is the filing officer only for judges and court commissioners. Court referees must file statements if they are included in the court's conflict-of-interest code, but the original statements are retained by the court.

**Q** – Should a superior court judge who is elevated to appellate court file leaving and assuming office statements?

**A** – No, the judge should continue to file annual statements. Please notify the FPPC when the elevation occurs for our records.

**Q** – Pro tem and retired judges must file Form 700s annually if they serve 30 days or more in a calendar year. What constitutes a day of service?

**A** – Each day in which a judge serves four hours or more counts as a day of service.

### **Electronic Filing Specific FAQs**

**Q** – Do all of my filers use the new system?

**A** – No. The system will only be used by those filers whose statements are forwarded to FPPC. Thus, the system should only contain the names of those filers. This includes elected state officials and any Government Code Section 87200 filers.

Statements from all of your other filers will be processed at your agency as they have been in previous years.

**Q** – As a filing officer, how do I begin using FPPC's new system?

**A** – All filing officers received an e-mail from the FPPC that provided a training guide with detailed instructions on how to review and update your filers' information.

You should have already verified your agency's filers' information to ensure completeness and accuracy. This effort will replace the annual requirement of reviewing and submitting the Article II list.

**Q** – What happens once my filers' information has been updated?

**A** – Once your filers' information has been updated, they should have received an electronically generated e-mail. The e-mail provided them with a log in ID and password that they will use to file their annual Form 700. The e-mail also provides access to a video that explains how to file statements online.

If you have added new filers since your first update, or if you have filers who have left since then, the system should have generated e-mails to those filers telling them to complete their assuming or leaving office statement.

**Q** – What about filing expanded statements when a filer holds more than one position?

**A** – When a filer holds more than one position and statements for both positions come to FPPC, the filer simply selects both positions in the system and files once.